

School Nutrition E-Learning Courses

Michigan Department of Education School Nutrition E-Learning Courses were developed so food service professionals could train staff using web-based courses. The E-Learning courses are self-paced, free, easy-to-use, and available virtually 365 days a year.

The Michigan LearnPort® web-based professional development delivery system was created in partnership with Michigan Virtual University and the Michigan Department of Education. This system allows staff the flexibility to meet their professional development goals.

At the present time, there are eight courses available through Learnport® for school nutrition professionals:

- Meal Documentation
- Free and Reduced Price Meals Application and Certification Verification
- School Food Authority Requirements
- School Food Safety Program
- Local Wellness Policy
- Civil Rights
- Meal Counting and Claiming

You must register with Learnport® in order to take the E-Learning Courses. Please refer to the following document for directions about how to register and begin taking the School Nutrition E-Learning Courses.

How to Access the Michigan Department of Education School Nutrition E-Learning Courses

Log on to: www.learnport.org

If you are a new user, [click](#) where indicated to create your account:

Course Catalog

More Info

MVU Symposium
December 2008

REGISTER NOW FOR THE DECEMBER 2008 MVU® SYMPOSIUM. For more information on this year's symposium, visit the informational page by clicking the image above.

NEW TO LEARNPORT?
Please take a look at our [Adobe Flash tutorial](#) on how to register for a user account in the new *Michigan LearnPort®*. To view our other tutorials, go to the Tutorials search under My Account once you've logged into the system.

The Michigan LearnPort® web-based professional development delivery system was created in partnership with MVU and the Michigan Department of Education. School employees are provided up-to-date and flexible online professional development to help meet personal and district learning requirements. Michigan LearnPort provides high quality courses and content through a full set of web-based communication tools and offers full professional development record-keeping capabilities. Financial support for Michigan LearnPort is provided through ESEA Title II, Part (A) funds.

Welcome to MICHIGAN LEARNPORT®

Login ID:
(case sensitive)

Password:
(case sensitive)

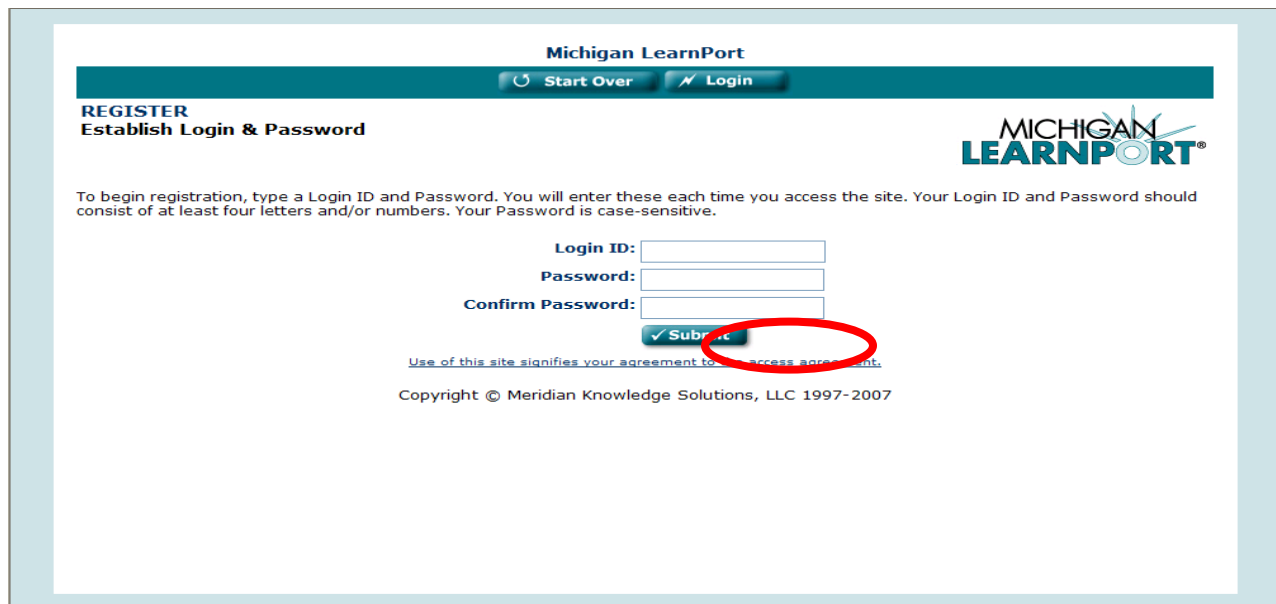
Submit

[Forgot Login?](#)
[Forgot Password?](#)

[New User? CLICK HERE.](#)

Click where indicated to create your account

To begin registration, type in a Login ID and Password. Make sure you create your Login ID and Password with the correct characters, as indicated. When finished creating your Login ID and Password, click on the **Submit** button.



Michigan LearnPort

[Start Over](#) [Login](#)

REGISTER
Establish Login & Password

MICHIGAN LEARNPORT®

To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID and Password should consist of at least four letters and/or numbers. Your Password is case-sensitive.

Login ID:

Password:

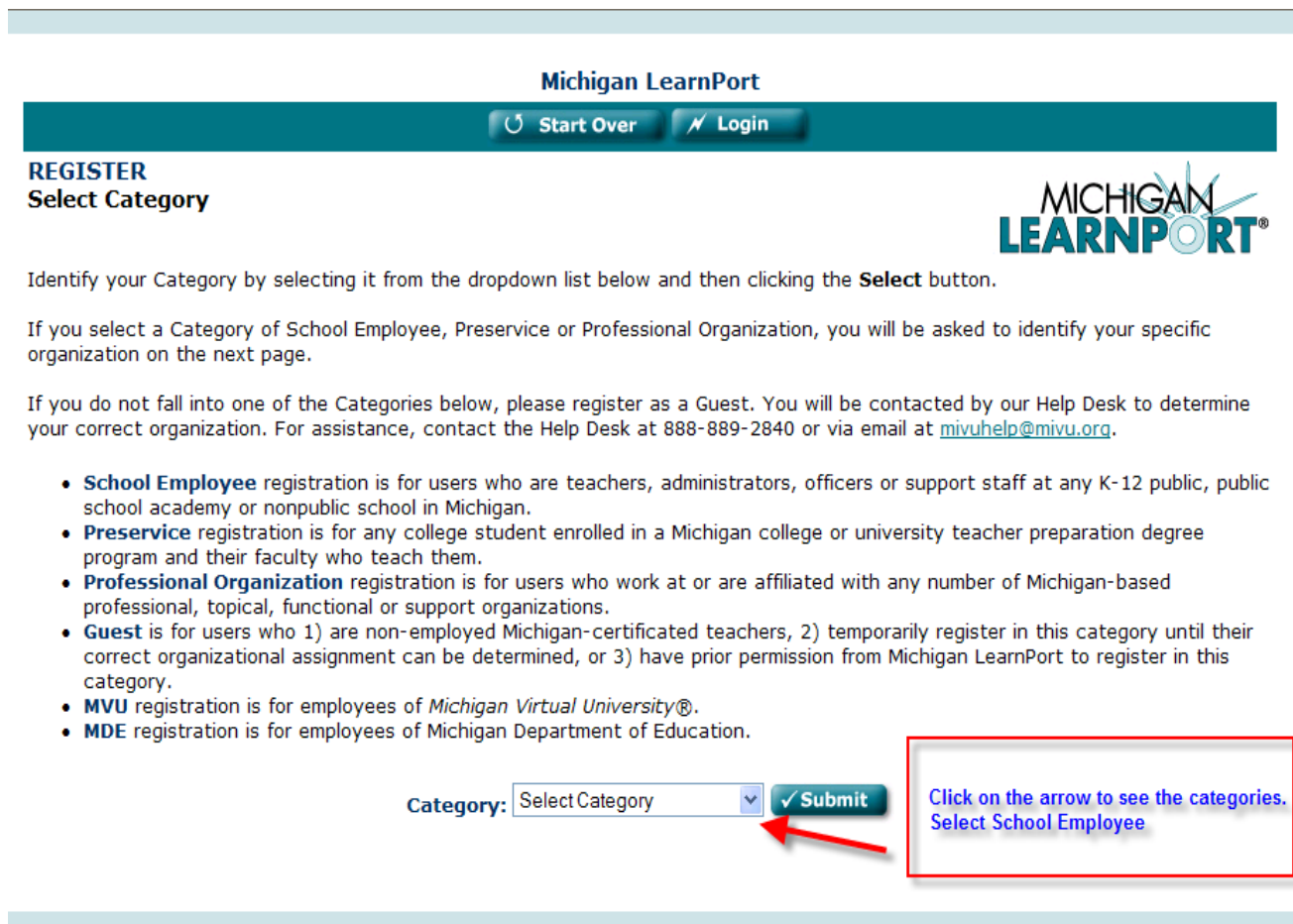
Confirm Password:

[✓ Submit](#)

Use of this site signifies your agreement to the [access agreement](#).

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You must select a Category.



Michigan LearnPort

[Start Over](#) [Login](#)

REGISTER
Select Category

MICHIGAN LEARNPORT®

Identify your Category by selecting it from the dropdown list below and then clicking the **Select** button.

If you select a Category of School Employee, Preservice or Professional Organization, you will be asked to identify your specific organization on the next page.

If you do not fall into one of the Categories below, please register as a Guest. You will be contacted by our Help Desk to determine your correct organization. For assistance, contact the Help Desk at 888-889-2840 or via email at mivuhelp@mivu.org.

- **School Employee** registration is for users who are teachers, administrators, officers or support staff at any K-12 public, public school academy or nonpublic school in Michigan.
- **Preservice** registration is for any college student enrolled in a Michigan college or university teacher preparation degree program and their faculty who teach them.
- **Professional Organization** registration is for users who work at or are affiliated with any number of Michigan-based professional, topical, functional or support organizations.
- **Guest** is for users who 1) are non-employed Michigan-certificated teachers, 2) temporarily register in this category until their correct organizational assignment can be determined, or 3) have prior permission from Michigan LearnPort to register in this category.
- **MVU** registration is for employees of *Michigan Virtual University*®.
- **MDE** registration is for employees of Michigan Department of Education.

Category: [✓ Submit](#)

Click on the arrow to see the categories.
Select School Employee

Begin completing Step #1.

The screenshot shows the Michigan LearnPort registration interface. At the top, there's a teal header with the "Michigan LearnPort" logo and two buttons: "Start Over" and "Login". Below the header, the page is titled "REGISTER" with the subtitle "Select ISD, District or Building". A paragraph explains the registration process, emphasizing the importance of selecting the correct organization and providing contact information for the Help Desk. The main section, "Step #1: Identify Your ISD or Organization:", includes a dropdown menu labeled "ISD or Organization:" with the placeholder text "Select ISD or Organization". Below the dropdown, there are two instructions: one for users working at a District or Building located in the selected ISD (pointing to an "Expand" button) and another for users working at the selected ISD or Organization (pointing to a "Select" button). A link "Return to Category Selection page and start over" is provided at the bottom left. A red-bordered box on the right side of the page contains three lines of blue text: "Use the dropdown list to choose your ISD or Organization.", "If you work at a District or Building located in the ISD you selected, click the Expand button.", and "If you work at the ISD or Organization you selected, click on the Select button."

Michigan LearnPort

Start Over Login

REGISTER
Select ISD, District or Building

MICHIGAN LEARNPORT®

On this page you will be asked to select your organization. Please follow the instructional steps carefully; it is important that you select the correct organization affiliation from the dropdown lists below. If your ISD, District or Building is not listed below, click on the "Return to Category Selection page" link and register as a Guest. You will be contacted by our Help Desk to determine your correct organization. For assistance, contact the Help Desk at 888-889-2840 or via email at mivuhelp@mivu.org.

Step #1: Identify Your ISD or Organization:
Highlight your ISD or Organization in the dropdown list below.

ISD or Organization: Select ISD or Organization

If you work at a District or Building located in this ISD, click the **Expand** button.

If you work at this ISD or Organization, click the **Select** button.

[Return to Category Selection page and start over](#)

Use the dropdown list to choose your ISD or Organization.

If you work at a District or Building located in the ISD you selected, click the Expand button.

If you work at the ISD or Organization you selected, click on the Select button.

If your ISD, District or Building is not listed in the dropdown menu, click on the "Return to Category Selection page and start over" link and register as a Guest. You will be contacted by the Help Desk to determine your correct organization. For assistance, contact the Help Desk at 888-889-2840 or via email at mivuhelp@mivu.org

This is an example of a person registering from a school building. You will be prompted to complete Steps #1, #2, and #3.


After completing Step #3, click on the [Select](#) button.

Michigan LearnPort

[Start Over](#) [Login](#)

REGISTER

Select ISD, District or Building



On this page you will be asked to select your organization. Please follow the instructional steps carefully; it is important that you select the correct organization affiliation from the dropdown lists below. If your ISD, District or Building is not listed below, click on the "Return to Category Selection page" link and register as a Guest. You will be contacted by our Help Desk to determine your correct organization. For assistance, contact the Help Desk at 888-889-2840 or via email at mivuhelp@mivu.org.

Step #1: Identify Your ISD or Organization:
Highlight your ISD or Organization in the dropdown list below.

ISD or Organization:

If you work at a District or Building located in this ISD, click the **Expand** button. [Expand](#)

If you work at this ISD or Organization, click the **Select** button. [Select](#)

Step #2: Identify Your District or Organization:
Highlight your District or Organization in the dropdown list below.

District:

If you work at a Building located in this ISD, click the **Expand** button. [Expand](#)

If you work at this District or Organization, click the **Select** button. [Select](#)

Step #3: Identify Your Building:
Highlight your Building in the dropdown list below.

Building:

If you work at this Building location, click the **Select** button. [Select](#)

[Return to Category Selection page and start over](#)

After clicking the [Select](#) button, you will be asked to Confirm Organization Selection.




To confirm, click the [Submit](#) button.

You will then be asked to complete a User Profile.

Michigan LearnPort

↶ Start Over
↗ Login

REGISTER
User Profile



As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. If you close your browser without completing this form, your registration information will not be saved; you will be required to register again the next time you log in. All required fields are marked with *.

* **Salutation:** Dr. ▼

* **First Name:**

* **Middle Name:**
(Enter None if no middle name.)

* **Last Name:**

* **Email Address:**

☒ *Send me updates and notification of content changes at this email address.*

* **Title:** Select Title ▼
Select your title. Only if your title is not listed, type your title.

* **Address 1:**

Upon successful completion, you will see:

Michigan LearnPort

↶ Start Over
↗ Login

REGISTER
Successfully Completed



Congratulations ! You are now a registered user of the Michigan LearnPort. We hope you find the site personally and professionally rewarding.

Select **Next** to go to My Personal Pages. You can get navigation help through the Help function on the toolbar from any location within the site or get help with your questions from the Help Desk by calling 888.889.2840 or by emailing mivuhelp@mivu.org.

Thank you for choosing Michigan LearnPort.

▶ Next

Select **Next** to go to My Personal Page. Note: when you log in each time you will also be directed to My Personal Page.

The screenshot shows the Michigan LearnPort website interface. At the top is a navigation bar with links: HOME, ABOUT US, INDEX, HELP, IDP, GLOSSARY, FEEDBACK, NOTEPAD, SEARCH, and LOGOUT. Below this is a banner with the text "You can learn virtually anything®" and "knowledge future success". A search bar with the placeholder "Select a function" and a "GO" button is on the right. On the left is a sidebar with the Michigan LearnPort logo and a list of links: My Account, Courses, Collaboration Center, Resources, Administration Tools, Reports, Announcements, My Personal Pages, Surveys, What's New, Top 10 Resources, Top 10 Searches, and Shopping Cart. The main content area is titled "Welcome" and contains a row of tabs: Learning Plan, My Portfolio, Links, Search History, Bookmarks, My Peers, and My Community Rooms. Below the tabs is a section titled "My Personal Pages". Under this, there is a "Mandatory Training" section with a table header: Status, Course (required by), Type, and Training Period. Below the header, it says "You are not currently required to take any courses". There is also an "e-Learning Web-based Training Courses" section with a table header: Status, Course, and Start Date / Information. A red arrow points from the "Courses" link in the sidebar to a box containing the text "Click on Courses".

Click on Courses.

The screenshot shows the Michigan LearnPort website interface, similar to the first one. The navigation bar and banner are the same. The sidebar on the left has the same links, but the "Courses" link is highlighted. The main content area has three large buttons: "Catalog", "Notes & Assignments", and "Software & Plug-ins". A red arrow points from the "Catalog" button to a box containing the text "Click on Catalog".

Click on Catalog.

COURSES
Catalog

[Return to Courses](#)

Topic: **Nutrition**

Keywords:

Course Type:

Course Provider:

Credit Type:

Cost:

Type Nutrition in the Keywords box


To search for courses, complete the [search criteria](#), then click **Search**. From the resulting list, click the information icon for details. To start an online course, click the title. To enroll in a classroom course, click the information icon, then click the

To find the MDE courses for school food service professionals, type Nutrition in the Keywords box, then click [Search](#). This will direct you to all the MDE School Nutrition E-Learning Courses.


The list of MDE courses are:


- Civil Rights
- Food Service Verification Course
- Free and Reduced Price Meal Application and Certification Course
- Local Wellness Policy Course
- Meal Counting and Claiming Course
- Meal Documentation Course
- School Food Authority (SFA) Requirements Course
- School Food Safety Program

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You can learn virtually anything®






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[Courses](#)
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[Resources](#)
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[Reports](#)

[Announcements](#)
[My Personal Pages](#)
[Surveys](#)
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[What's New](#)
[Top 10 Resources](#)
[Top 10 Searches](#)
[Shopping Cart](#)

In strategic partnership



COURSES Catalog

[Return to Courses](#)

Topic:

Course Provider:









Keywords:

Credit Type:

Cost:

To search for courses, complete the [search criteria](#), then click **Search**. From the resulting list, click the information icon for details. To start an online course, click the title. To enroll in a classroom course, click the information icon, then click the Enroll link next to the section you wish to be enrolled in.
Note: If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically enrolled and notified via email.

8 record(s) found.

-  [Civil Rights](#) [Online]
-  [Food Service Verification Course](#) [Online]
-  [Free and Reduced Price Meal Application and Certification Course](#) [Online]
-  [Local Wellness Policy Course](#) [Online]
-  [Meal Counting and Claiming Course](#) [Online]
-  [Meal Documentation Course](#) [Online]
-  [School Food Authority \(SFA\) Requirements Course](#) [Online]
-  [School Food Safety Program](#) [Online]

Catalog | Notes & Assignments | Software & Plug-ins

Click on desired course.